EEA ePLACE
Public Access Portal

An Initiative of the
Massachusetts Energy and Environment Information
Public Access System

FAQ

General Search

1. **What features are provided through the Public Access Portal for EEA online Permits?**

   a. The Public Access Portal provides access to basic permit information such as:

      a. **Application Information**: application type, application status, and date submitted;

      b. **Applicant information:** includes applicant name and city/town;

      c. **Permit-related Documents** which may include: a summary of the permit application (Proof of Record), and other documents submitted with the application as well as the final permit document or permit decision.

      d. **Public Comment Information**: For those online permits that could have a public comment period, the following information **may** be published: a list of public comments when the public comment period has ended and the Agency Response to public comment document.

   b. The Public Access Portal also provides the ability for citizens to provide/make comments online for the permit applications that have a public comment period. Currently only certain Air Quality Permits are available to file public comments online.

2. **Which EEA permits are filed online and are available on the Public Access Portal?**

   a. Please refer to the table at bottom of FAQ for a list of permits by EEA agency and corresponding dates of the ePLACE online filing status on the Public Access Portal.

3. **Will I have access to permit information if the form was submitted by paper and not online?**

   a. Yes, paper applications for those permits that are eligible to be submitted online will be data entered into the ePLACE system and the status for those permits will be available on the Public Access Portal.

4. **How do I know if the permit application was paid?**

   a. Applications are not considered as submitted until any required payment is received. Therefore, if the application is posted on the portal, then any payment required has been made and processed.

5. **Will additional EEA permits be eligible for online filing and public access?**

   a. Yes, EEA agencies are working to incrementally make additional types of permits available for online filing and public access. Please check back regularly.

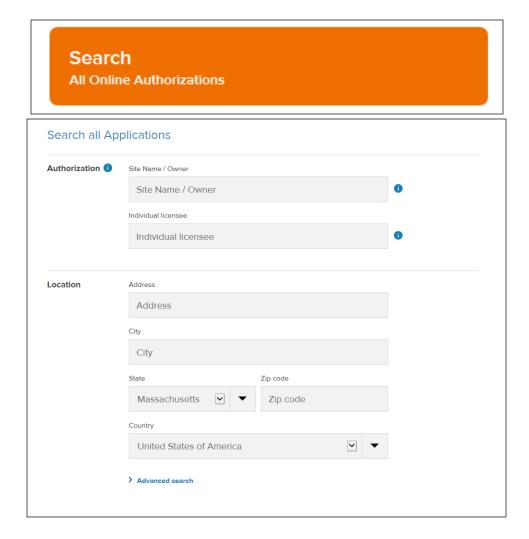6. **Why do some records in the results list not have a corresponding location pin on the map?**

   a. There are two possible reasons:

      a. Out-of-state addresses are not shown on the map; or

      b. If the address entered by the applicant cannot be found through the GIS location service.

7. **Can I make suggestions for improvement for this portal?**

   a. Please do! Send your suggestions or comments to EIPAS@massmail.state.ma.us.

8. **How do I search for something?**

   a. When you click on the SEARCH button, you are given a list of data fields you can search on.

b. For a basic search you can enter a name, part of a name, and address and/or a city/town. You can enter as much or as little as you wish in each field. An example is if you want to see a permit for an activity on Chestnut Street but aren't sure if it's a "Street", "Road", or "BLVD", you can just enter "Chestnut" in the street name field.

c. Click on "Advanced Search" (at the bottom of the page) to search for a specific permit type, permit by status (i.e. approved, denied, etc.) or by media.

Public Comments for Eligible Permits

The Public Access Portal also provides the ability for citizens to provide/make comments online for the permit applications that have a public comment period. Currently only certain permits available on the portal - Air Quality - have public comment periods during the permit review cycle.
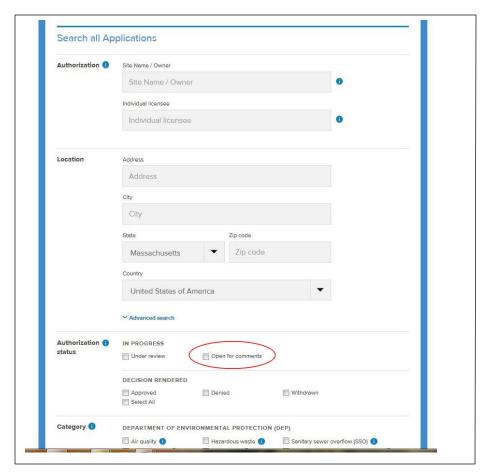
9. **How do I locate an application that has an open public comment period?**

a. To find permits that are open for public comment:

   a. You can search the Public Access portal for permits that have a public comment period by clicking on the "Search and/or Comment" orange button at the home page level. This will open all permits from EEA agencies that are accepting public comments.

   Search and/or Comment
   All Applications Open for Public Comment

   b. You can also use the general "Search" button, which allows you to search for a specific facility, date range, or permit category to identify public comment opportunities through the "Advanced Search" function at the bottom of the page.

   Search
   All Online Authorizations

c. In the results list, click on the record you are interested in commenting on and this will bring you to the "Detail Screen".

d. The "Detail Screen" will tell you when the public comment period ends. The detail screen is also where you will find a copy of the application and any additional documents submitted with the permit. In some cases, a draft approval letter will be provided.

e. The screen will provide instructions on how to provide a comment and how to add any supporting documentation that will support your comments.

10. **How do I file a comment?**

a. Filing a comment is easy but to make the agency's review and consideration more efficient, we suggest the following:

a. Each comment gets a title. This is a required field.

b. File one comment for each "topic" of concern or support. For example, if you support the project but want to recommend some additional monitoring or reporting, file one comment with the title "Support" and another comment title "Additional monitoring and reporting should be required".

c. File your comment specific to the title. You have a 4000 character limit for each comment.

d. Attach additional supporting documents of your comments. Note that you can copy and paste the comments from your word document into the comment form online by using <CNTL><C> to copy and <CNTRL><V> to paste.

e. Provide your name, email address and if you are representing an organization, neighborhood group, or city/ town you can indicate that in the "representing" field.

f. Click "Submit". You will need to repeat this process for each comment you file.

g. There is a 50MB limit per attachment.

11. **When making a comment, can I attach pictures or other documents to the comment?**

   a. Yes, you can attach documents to a public comment. There is a limit of 50MB per attachment.

12. **Can I submit a comment anonymously?**

   a. No, we require that you submit your name with each comment.

13. **Are comments submitted through the portal considered a "public record"?**

   a. Yes, all information submitted via this portal is considered public and may be published online by the reviewing agency.

14. **Can I see the comments being submitted during the comment period?**

   a. No. After the review period is over public comments may be posted.

15. **After the public comment period has closed will I be able to review public comments submitted during the comment period?**

   a. After the review period is over public comments may be made available on the portal. If an "Agency Response to Comments" document is developed, it too may be posted on this portal.

Table 1.

Issuing Agency & Permit Category	Permit type	Permit description	Eligible for Public Comments	Date available
MassDEP Air Quality	AQ 25/50	25% or 50% Facility Emissions Cap	No	May 2017
MassDEP Air Quality	LPA Fuel (AQ 01)	Limited Plan Application - Fuel	No	May 2017
MassDEP Air Quality	LPA Process (AQ 01)	Limited Plan Application - Process	No	May 2017
MassDEP Hazardous Waste	HW	On-Site Class A Recycling Notification	No	May 2017
MassDEP Solid Waste	SW 48	3rd Party Inspector	No	May 2017
MassDEP Toxic Use Reduction	TU 01,03	General Practice TUR Planner	No	May 2017
MassDEP Toxic Use Reduction	TU 02,04	Limited Practice TUR Planner	No	May 2017
MassDEP Drinking Water	WS 10	Cross Connection Certification	No	May 2017
MassDEP Air Quality	CPA Fuel (AQ02 Non-major/AQ03 Major)	Comprehensive Plan Application	Yes- Major; At Agency Discretion for Non-Major	July 2017
MassDEP Air Quality	CPA Process (AQ02 Non-major/AQ03 Major)	Comprehensive Plan Application	Yes- Major; At Agency Discretion for Non-Major	July 2017
MassDEP Air Quality	CPA Crematory (AQ02)	Comprehensive Plan Application	At Agency Discretion	July 2017
MassDEP Air Quality	AQ 09	Restricted Emissions	Yes	July 2017
MassDEP Air Quality	AQ 14	Initial Operating Permit	Yes	July 2017

MassDEP Air Quality	AQ 18	Creation of Emission Reduction	Yes	July 2017
MassDEP Air Quality	AQ 30	CO_2 Budget Emission Reduction	Yes	July 2017
MassDEP Air Quality	AQ 33	LPA Consolidation Plan	No	July 2017
MassDEP Air Quality	AQ MM	Monitoring Submittal	No	July 2017
MassDEP Air Quality	AQ 08/22	Emission Control Plan for VOC, NOX and Municipal Waste Combustors	Yes for Alternative RACT; At discretion of agency for others	July 2017
Department of Conservation Resources (DCR)	Special Use Permit	Event Permit, Film/Video Production Permit Photography Permit	N/A	July 2017
Department of Agricultural Resources (MDAR)	Pesticide Use Licenses	Applicator Core License, Commercial Certification, Private Certification, Dealer License, and Catch Basin Permit	N/A	July 2017

Glossary

Search Criteria

Authorization: An authorization is a final permit, certification or notification.

Site Name/Owner: The name of the organization or owner of a facility that appears on the application.

Individual Licensee: Massachusetts Regulations state that individuals are required to be certified to perform certain types of environmental services. Search for Applicant names through this field.

Under Review: Forms are considered "Under Review" when any payment and required documents have been submitted with the application and the final decision has not yet been made.

Open for Public Comment: Certain permits require a public comment period before the permit application can be approved. [Massachusetts Regulations](#) stipulate the period of time public comments may be made based on the permit type. The Public Access Portal will allow public comments to be accepted during for the allowable time period when the application reaches the appropriate step in the review process.

Approved: The application has been gone through the review process, payment has been received, and the Authorization has been approved.

Denied: The request for the Authorization was denied.

Withdrawn: The request for an Authorization was not acted on; either it was withdrawn by applicant, or it was determined the application was not required.

Results List

Record Type: Record types include Applications for Permits, Certifications, Licenses and Notifications, including renewal and amendment applications. Approved applications will create a new Record with a 'Record Type' of 'Authorization' with a status of Active. In some instances, additional information will be displayed with the 'Authorization' Record.

Category: The type of permit/authorization applied for. See Table 1 for details description.

Status: Describes the current state of the application and/or the authorization.

Additional Links

Air Quality: http://www.mass.gov/eea/agencies/massdep/service/approvals/permit-applications.html

Drinking Water: http://www.mass.gov/eea/agencies/massdep/service/approvals/permit-applications.html

Hazardous Waste: http://www.mass.gov/eea/agencies/massdep/service/approvals/permit-applications.html

Solid Waste: http://www.mass.gov/eea/agencies/massdep/service/approvals/permit-applications.html

Toxics Use Reduction:http://www.mass.gov/eea/agencies/massdep/service/approvals/permit-applications.html

Special Use Permits: http://www.mass.gov/eea/agencies/dcr/massparks/permits-rentals/special-use-permits.html

Pesticide Licenses: http://www.mass.gov/eea/agencies/agr/pesticides/